# Air Quality –AQ33 LPA/CPA Consolidation Application

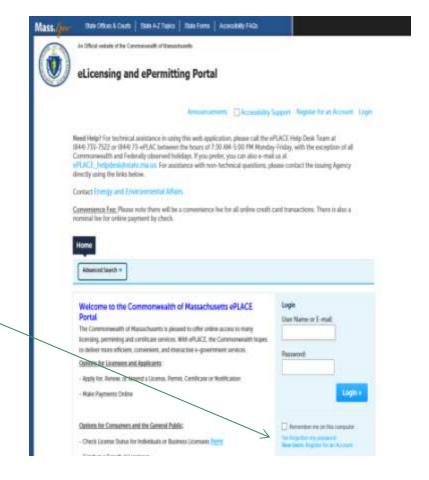
MassDEP, Bureau of Air & Waste





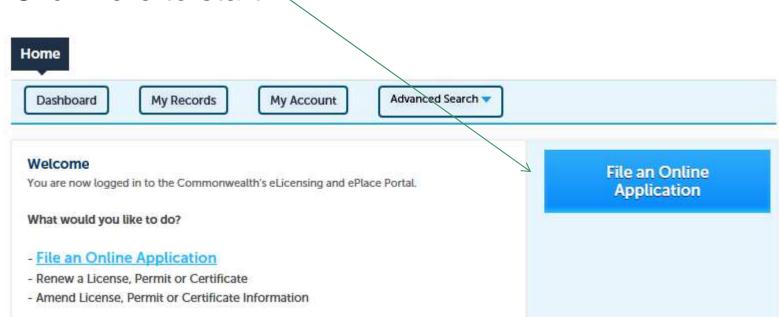
### How to Apply

- Create or Log in to Account in eLicensing
- First time users click here
- Be sure to provide full name, address and contact information when setting up your account.



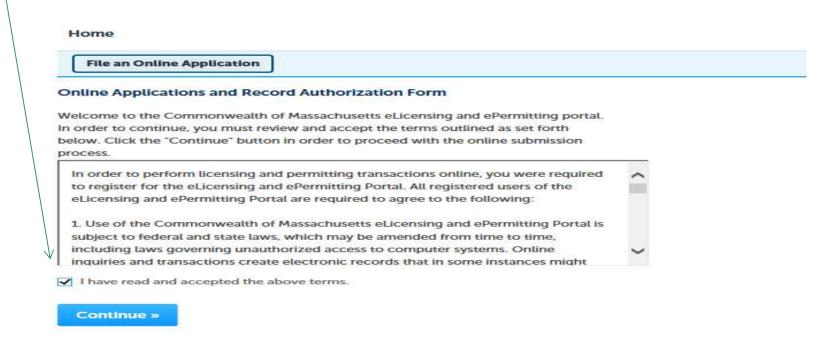


Click here to start



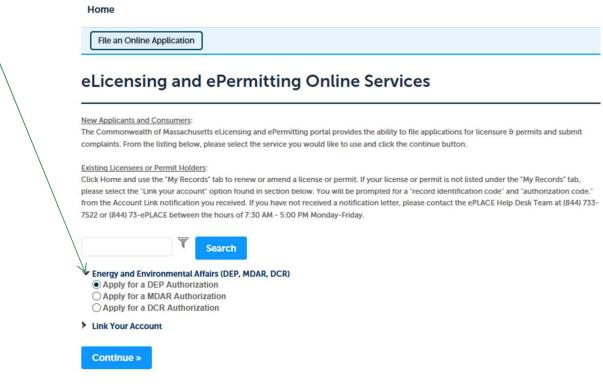


- Read and accept the Terms and Conditions
- Click the checkbox, then click "Continue"



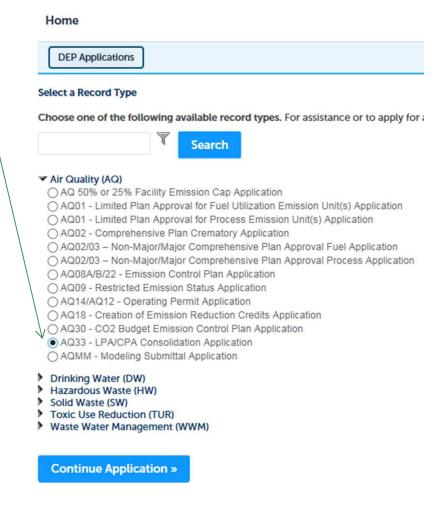


- Click on "Energy and Environmental Affairs"
- Choose "Apply for a DEP Authorization"





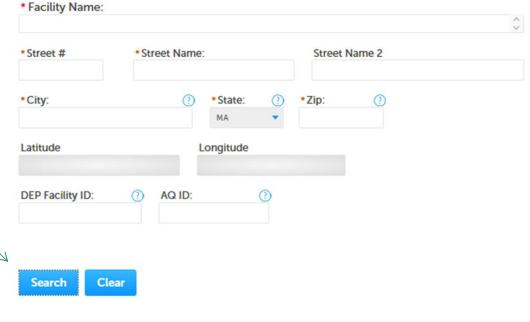
- Select "AQ33 LPA/CPA Consolidation Application"
- Click "Continue Application"





### **Facility Information**

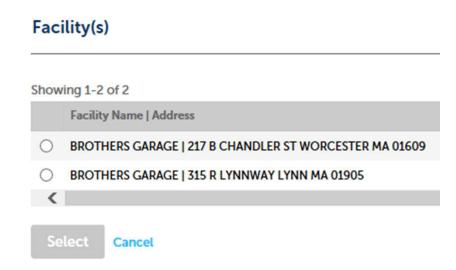
- Search for an existing facility by entering the name or address and click "Search".
- If not found, click "Clear" and enter different or fewer criteria
- If still not found, add as new by typing in the facility information as required (see red asterisk)





# **Facility Information**

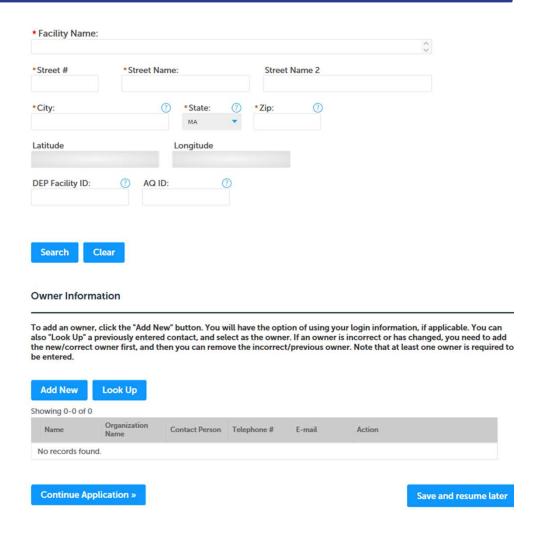
- Based on what you have searched for, a list will be returned with all possible matches.
- Click on the button to the right of the facility you are seeking and click "Select" or
- Click "Cancel and search again





### Facility Information: Owner

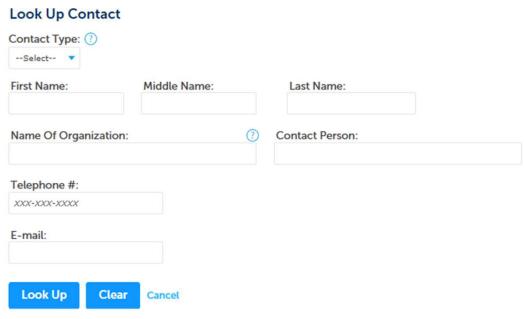
- Click "Look Up" to find Facility Owners already registered with DEP
- If the owner is not already in the system, click "Add New"





### Facility Information: Owner Lookup

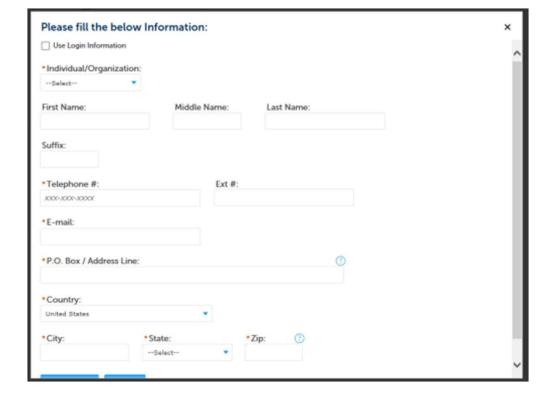
- If you chose to look up the owner:
  - Search for the owner by adding the name or other information then clicking "Look up"
  - If your owner does not come up, click "Clear" and try again





### Facility Owner: Add Owner

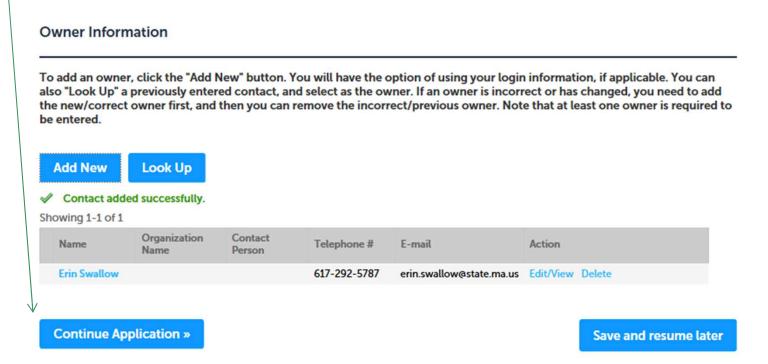
- If you clicked "Add Owner"
  - Indicate if the owner is an individual or an organization
  - Provide all information in the new window that opens
  - If the owner information matches your login information, check the "Use Login Information" box
  - Click "Continue"





### Facility Information: Owner

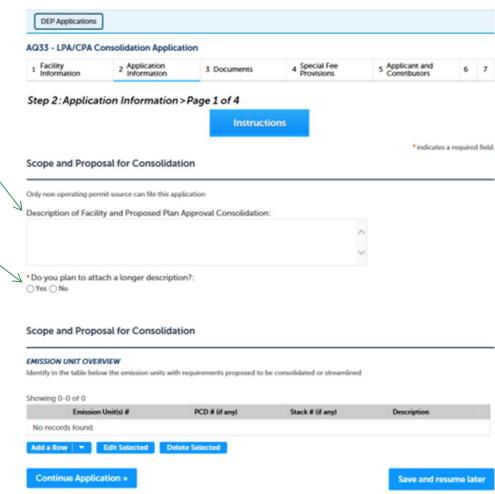
When you've successfully added an "Owner," click
 "Continue Application"





### Scope and Proposal for Consolidation

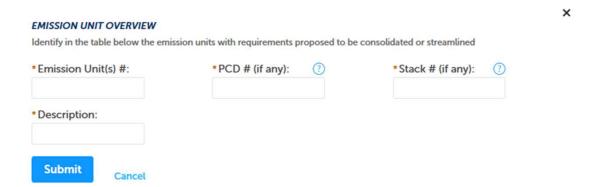
- Describe the facility and it's proposed plan approval consolidation
  - Indicate if you're going to attach a longer description
- Add rows to the "Emission Unit Overview" table for each emission unit that will be included in the consolidated plan approval
- Click "Continue Application"





# Adding rows to tables

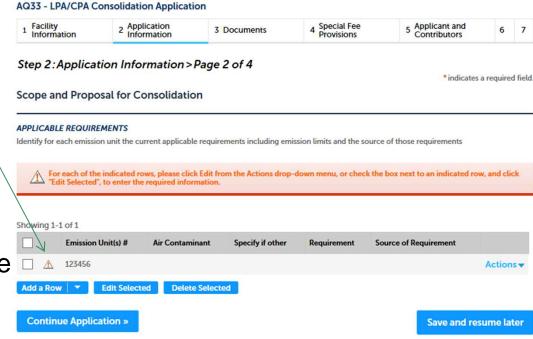
- In order to add rows:
  - Click "Add row"
  - A window will open
  - Provide all requested information
  - Click "Submit"
- Repeat for each row you want to add to the table





### Scope and Proposal for Consolidation

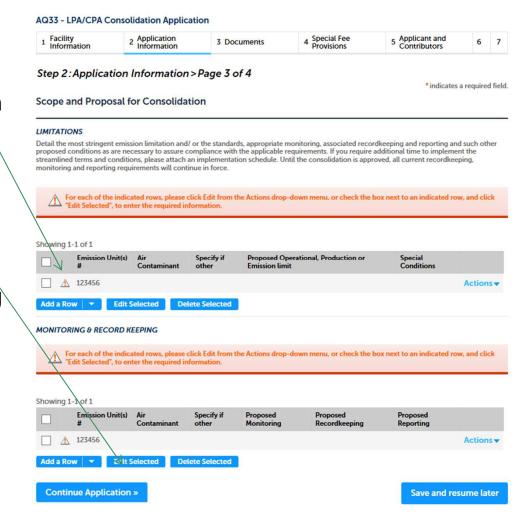
- Edit each row indicated with an exclamation point to provide all required information
  - Check the box for each row
  - Click "Edit Selected"
- Be sure to include all of the requirements of the underlying plan approvals
- Click "Continue Application"





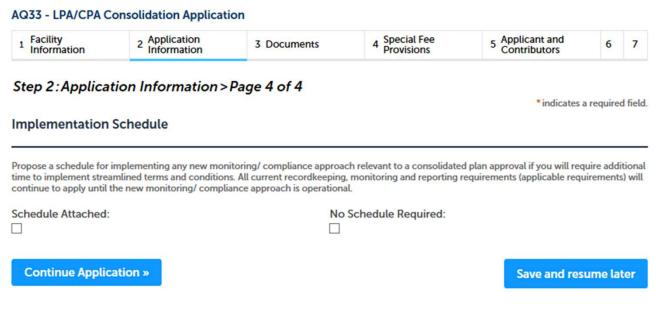
### Scope and Proposal for Consolidation

- Edit each indicated row to provide the emission limitations for each emission unit. The most stringent limitation from the underlying plan approvals should be entered
- Edit each indicated row to explain proposed monitoring and record keeping for each unit
- Add rows as needed
- Click "Continue Application"

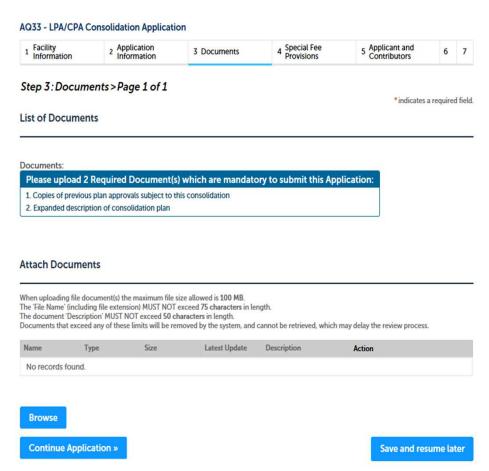


### Implementation Schedule

- Indicate if you will be attaching an implementation schedule
- Click "Continue Application"

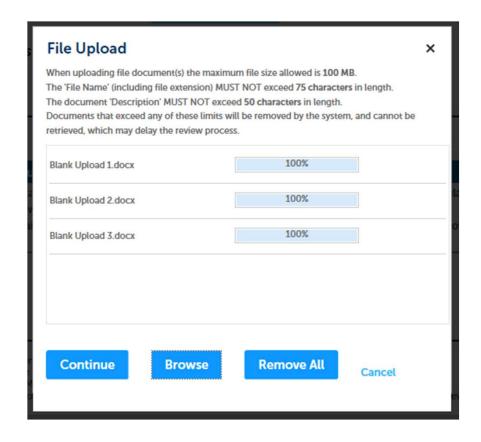


- Attach all required documents to your application
  - Review the list of required documents
  - Click "Browse"
  - Copies of the previous approvals you wish considered in the consolidation are required.



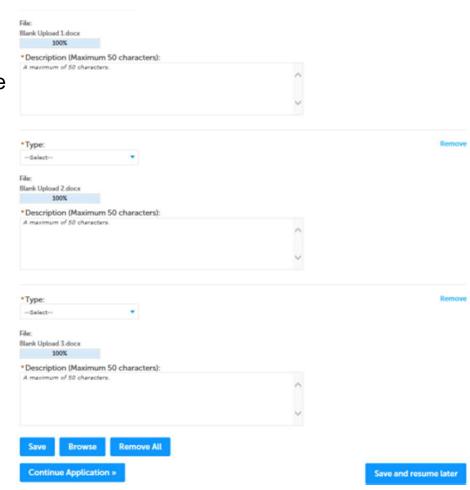


- A file upload window opens
- Click "Browse"
- Choose your documents
- When all documents reach 100%, click "Continue"



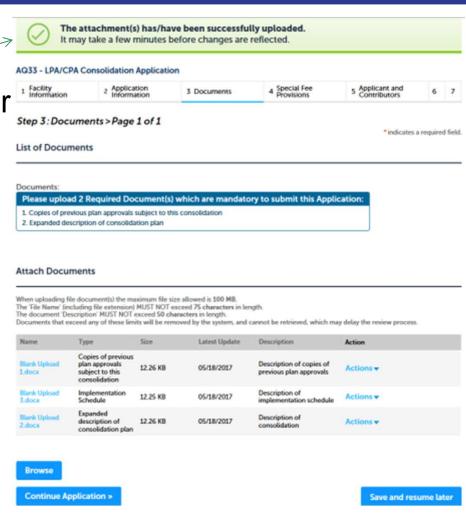


- For each document:
  - Choose the document type from the "Type" dropdown
  - Provide a description of the document
- Click "Save"
- Click "Browse" to add more documents
- Click "Continue Application when all documents are attached and described





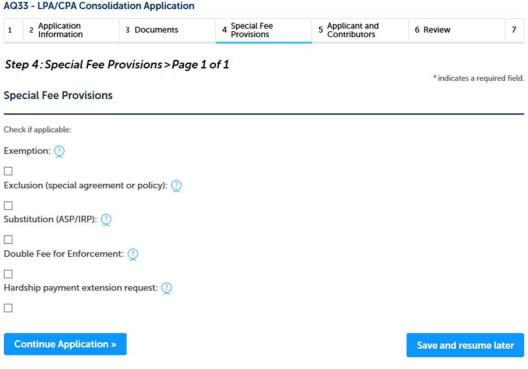
- You should see a message telling you your attachments were successfully uploaded
- Proofread your list of documents
- Click "Continue Application"





### Special Fee Provisions

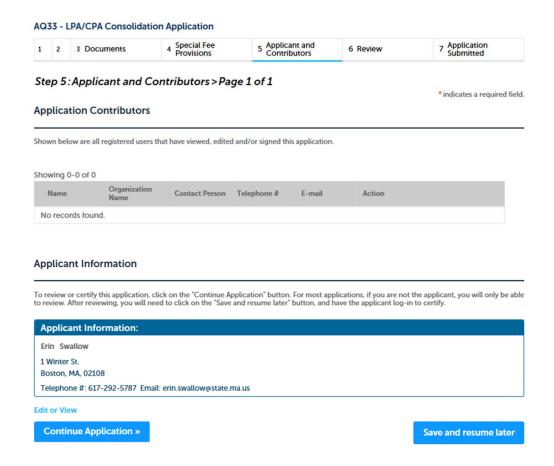
- If you have a special fee provision, check the appropriate box and provide requested information
- Click "Continue Application"





### Identify the Applicant/ Responsible Official

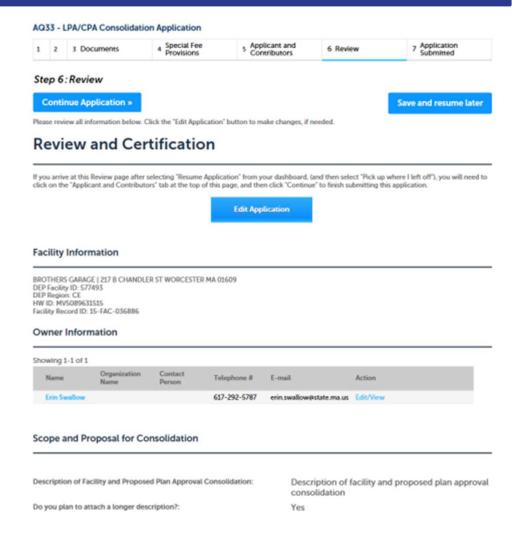
- Review the Applicant Information.
  - If you are not the listed applicant, they must login to certify the application
- Click "Continue Application"





#### Review and Certification

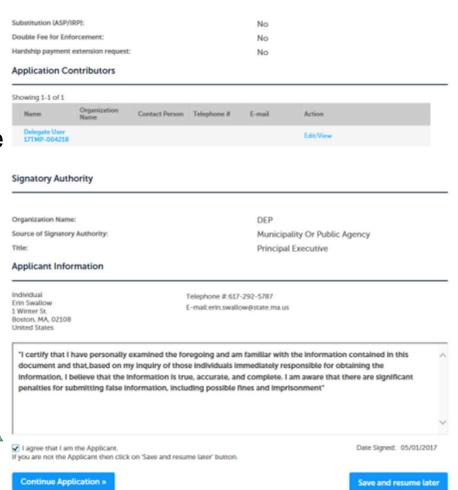
- The entire application is shown on a single page for your review
- If you note something you want to change, click "Edit Application"
- Otherwise, continue to the bottom of the page to certify & submit the notification





# Certify & Submit

- Applicant Information is at the bottom of the review page.
   This should be the name and contact info for the responsible official
- The Applicant should read and agree to the certification language provided by clicking on this box
- Click "Continue Application"





### **Application Fee**

- Both online payment and pay by mail are available
- Online payment will require a service charge
- Click the appropriate button to begin

#### AQ33 - LPA/CPA Consolidation Application

1	2	3	4 Special Fee Provisions	Applicant and Contributors	6 Review	7 Pay
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#### Step 7: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

#### **Application Fees**

Fees	Amount	
AQ33 Fee	\$1,650.0	

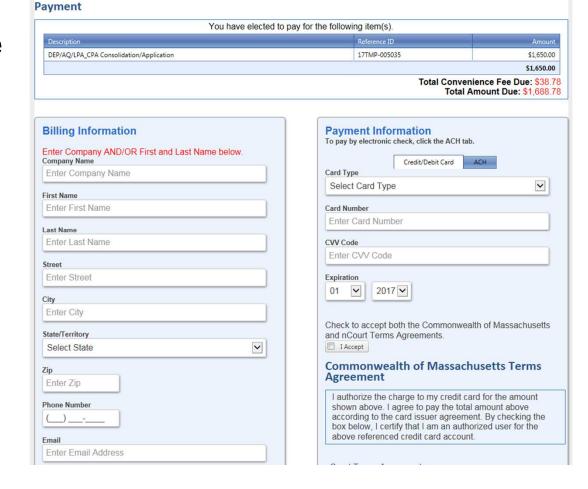
\$1,650.00

Pay Online » Pay by Mail »



### Pay Online

- If you choose Pay Online, you will be brought to this screen
- Provide all payment and billing information
- Accept the terms and conditions
- You will be emailed a receipt





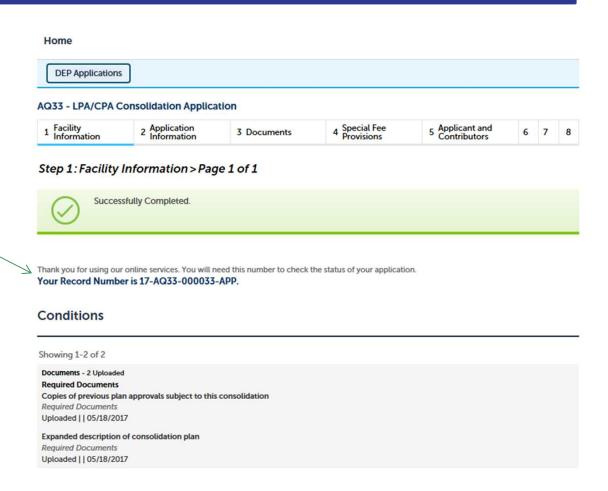
# Pay By Mail

- If you pay by mail, you will be e-mailed instructions
- Please make checks payable to the "Commonwealth of Massachusetts" and include your application # on the check
- You can mail your payment to:
   Department of Environmental Protection
   PO Box 4062
  - Boston, MA 02211
- Your application will not be processed until payment is received



### Submission Successful

- This message indicates your submission has been completed and provides a record number
- Check your email – you should receive a confirmation message





### Questions?

- For technical assistance, contact the ePlace Help Desk Team at (844)
  733-7522 or ePLACE\_helpdesk@state.ma.us
- For other questions, contact your regional office. You can lookup your regional office and their contact information at:
   <a href="http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html">http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html</a>



